

**Los Angeles County Department of Mental Health
Transitional Age Youth System of Care (TAY-SOC)
Quality Improvement Committee Meeting**

Meeting Minutes: May 23, 2013
Location: West Central Mental Health
3751 Stocker St, Los Angeles 90008

Chair: Staci Atkins, LCSW
Co-Chair: Kimbrelly Spears, MSG
Minutes: Staci Atkins

Start Time: 9am
End Time: 11am

Attendees:

Atkins, Staci - DMH/SA 6 Administration
Auer-Arriaga, Christina - AFH-CRS/FSP/FCCS
Campbell, Marilyn-Kedren Mental Health
Chavez, Joseph-St. Francis Medical Center
Crosby, Mary-DMH/QI Division
Dobbs, Dr. Lori-DMH/QA Division
Echeverria, Liz - SCHARP/Barbour & Floyd
Fisher, Cathy - 1736 Family Crisis Center
Frando, Sheila-Tessie Cleveland
Garnica, Andrea - Weber Community Center
Gertmenian, Dr. Socorro-LA Child Guidance
Gonzales, Jannelle-Hollygrove EMQ
Gooding, Monique-DMH/SA 6 Administration
Gutierrez, Elva-The Guidance Center
Johnson, Tamela-Personal Involvement Center
Kim, Kathleen -Counseling4Kids
Luce, Satoko-DMH/Compton Family MHC
McDaniel, Debresha-DMH/SA 6 Administration
Moore, Vynette-Shields for Families
Nguyen, Mimi-SSG/API

Oh, Agnes-Drew Child Development Center
Porter, Marcia-DMH/West Central Family MHC
Probst, Lisa-Junior Blind
Ridgway, Angelia-DMH/AFH
Sagun, Jaclyn-Alafia Mental Health Institute
Salazar, Nicole-Exodus Recovery
Slaise, DeAnn-SCHARP
Smith, Sonya-DMH/SFC Administration
Soria, Alejandro-Children's Institute
Spears, Kimberly-DMH/SA 6 Administration
Sullivan, Ashlei-Didi Hirsch
Vigil, Andy-Drew Child Development Center
Wilkerson, Kameelah-Hathaway-Sycamores
Woods, Rosary-Kedren Mental Health

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
Welcome & Introductions		
Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
Review of Minutes for April	<ul style="list-style-type: none"> Standard 	<ul style="list-style-type: none"> Minutes approved without correction
Quality Improvement-Staci Atkins		
Cultural Competency Committee Updates	<ul style="list-style-type: none"> Staci Atkins informed QIC that their feedback regarding the Provider Directory was submitted to QI Department. Martha Drinian from QI Department participated in conference call regarding cultural competency; further information forthcoming. 	
Clinical Quality Improvement-OMD Report	<ul style="list-style-type: none"> Peer review summary discussed Electronic clinical incident reporting is moving forward, however approval from EMT is still needed. 	<ul style="list-style-type: none"> See handout
Patients Rights Office	<ul style="list-style-type: none"> QIC was informed, per Title 9, that all beneficiaries are required to receive <i>Guide to Medi-Cal Mental Health Services</i>, SA Provider Directories as well as grievance forms without having to ask for them. 	<ul style="list-style-type: none"> QIC discussed how to make grievance forms available to field-based clients without them having to ask.
Test Calls Project	<ul style="list-style-type: none"> SA 6 will be conducting their annual test calls from July 14th-July 20th. Ten test calls must be completed; five in English and five in another language. Anyone who would like to volunteer please contact Staci. 	<ul style="list-style-type: none"> See handout

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
Quality Assurance-Staci Atkins		
DHCS Update	<ul style="list-style-type: none"> Handout <i>Laws That Are New or Were Recently Revised</i> was disseminated. Staci informed Specialized Foster Care and Hathaway-Sycamores that she had MHP Logs to return to them. 	<ul style="list-style-type: none"> See handout
IBHIS Update	<ul style="list-style-type: none"> LE Providers should currently be entering their provider information into IBHIS, however, we are only at 5% completion. You are able to update NPPES and enter information into IBHIS simultaneously; there is no need to wait for changes in NPPES to take effect before entering IBHIS information. Staci reminded QIC that provider information needs to be correct in the IS system. Letters are currently being sent out regarding this matter, as it is affecting our current claims. 	
QA Technical Assistance <ul style="list-style-type: none"> Children's COD Forms 	<ul style="list-style-type: none"> Bulleting was disseminated and DO clinics have received training on the forms. SA 6 DO clinics shared that they have not received training on the forms. 	<ul style="list-style-type: none"> See handout Staci to follow-up with John Sheehe regarding training on children's COD forms

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
<ul style="list-style-type: none"> Nursing DSM Training and Policy LPCC for Contractors Day Treatment Workgroup Directly Operated Chart Reviews and Overclaiming Update 	<ul style="list-style-type: none"> Nursing policy has been submitted for signature. LE Providers were made aware that how they monitor the treatment provided by their RNs is up to them, and that they must be able to validate that their Nurses who provide treatment have been adequately trained. Trainings have been scheduled for DO. A bulletin regarding how LPCCs can function is forthcoming. DMH will be adding LPCCs to the Procedure Codes Manual as AMHDs. The Day Treatment Workgroup has had two meetings so far; currently drafting templates for day treatment providers to utilize. QA Staff and Program Review Staff will begin doing chart reviews. The details of how this will be done is currently being decided, they will not be using the tool. Dr. Dobbs will be reviewing the overclaiming report. The issue was raised regarding overclaiming as a result of completing documentation paperwork the day after the direct service was provided. Staci also raised the question of whether or not this would be problematic due to FLSA laws. Dr. Dobbs stated she will take this into consideration when viewing the report. 	

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
<ul style="list-style-type: none"> Clinical Documentation Policy-Proposed Language for LE Chart Review <p>Updates</p> <p>Upcoming Trainings</p> <p>SA 6 Quality Assurance & Improvement Newsletter</p> <p>Open Agenda Items</p> <p>Adjournment</p>	<ul style="list-style-type: none"> New policy will detail a protocol for QA process of LE Providers that will include chart reviews and on-going improvement of the review process. Changes to the Organizational Provider Manual are forthcoming. Dr. Dobbs discussed upcoming trainings. QIC reviewed and discussed SA Newsletter questions. 	<ul style="list-style-type: none"> See handout See handout Next Meeting Thursday, June 27, 2013

Staci Atkins

Staci Atkins

6/27/13

Date